

HOUSE BILL 12-1294 STAKEHOLDER FORUM CHARTER

Mission	<p>To create opportunities for collaboration, communication, education, dialogue and transparency between and among the provider, regulatory and client communities for the purpose of:</p> <ol style="list-style-type: none"> Exchanging information. Sharing and resolving issues and problems. Providing guidance regarding regulations by: <ul style="list-style-type: none"> being a sounding board for regulatory proposals that affect the provider community, identifying and eliminating duplicative regulation, working to establish a regulatory balance that provides positive outcomes for providers and clients. Ensuring CDPHE takes into consideration the concerns and issues of interest to the forum members and other attendees regarding the development and implementation of rules and other matters that affect all health care facilities licensed by the department.
Membership	The membership will be made up of the stakeholders who are in attendance, therefore, it will be a rolling membership driven by the agenda.
CDPHE role	The Colorado Department of Public Health and Environment (CDPHE) will be responsible for providing facilitation, taking minutes, and making agendas and minutes available through a website.
Agendas:	<p>Agendas will be set and made available two weeks prior to the next meeting. Agenda items should be relevant to the forum's mission.</p> <p><u>Standing agenda items:</u> The standing agenda items will be as follows: 1) review of agenda to determine if any items should be added if there is consensus, 2) HB 1294 implementation progress, 3) proposed regulations, 4) training available and training needs, 5) report outs from other advisory committees, with focus on burning issues, 6) public comment/open forum, 7) selecting agenda items for the next meeting.</p> <p><u>Call for agenda items:</u> CDPHE will conduct a call for agenda items prior to the next meeting.</p> <p><u>Information on the agenda:</u> Agendas will include campus directions of how to get to the meeting room, the number to call in to the meeting, the link to the website and group working agreements (meeting decorum).</p>
Meeting decorum	1) Allow speakers to finish thoughts without interruption, 2) Let presenters finish prior to questions, 3) Identify self prior to speaking, 4) Avoid over-use of acronyms, 5) Be respectful (tone and content).
Meeting frequency	Meetings will be held quarterly. Other meetings will be scheduled as needed.
Meeting length	Generally, meetings will be 1.5 – 2 hours
Meeting minutes	CDPHE will make meeting minutes available within two weeks of the meeting by posting them on the website.
Website	Information about the forum, such as future meetings, agendas, and minutes will be made available on the Health and Emergency Medical Services website: www.health.facilities.info .

This charter was developed by forum members involved with the development of House Bill 12-1294 during meetings convened on 06/20/13 and 07/16/13